



# Processing Amendments in GrantSolutions

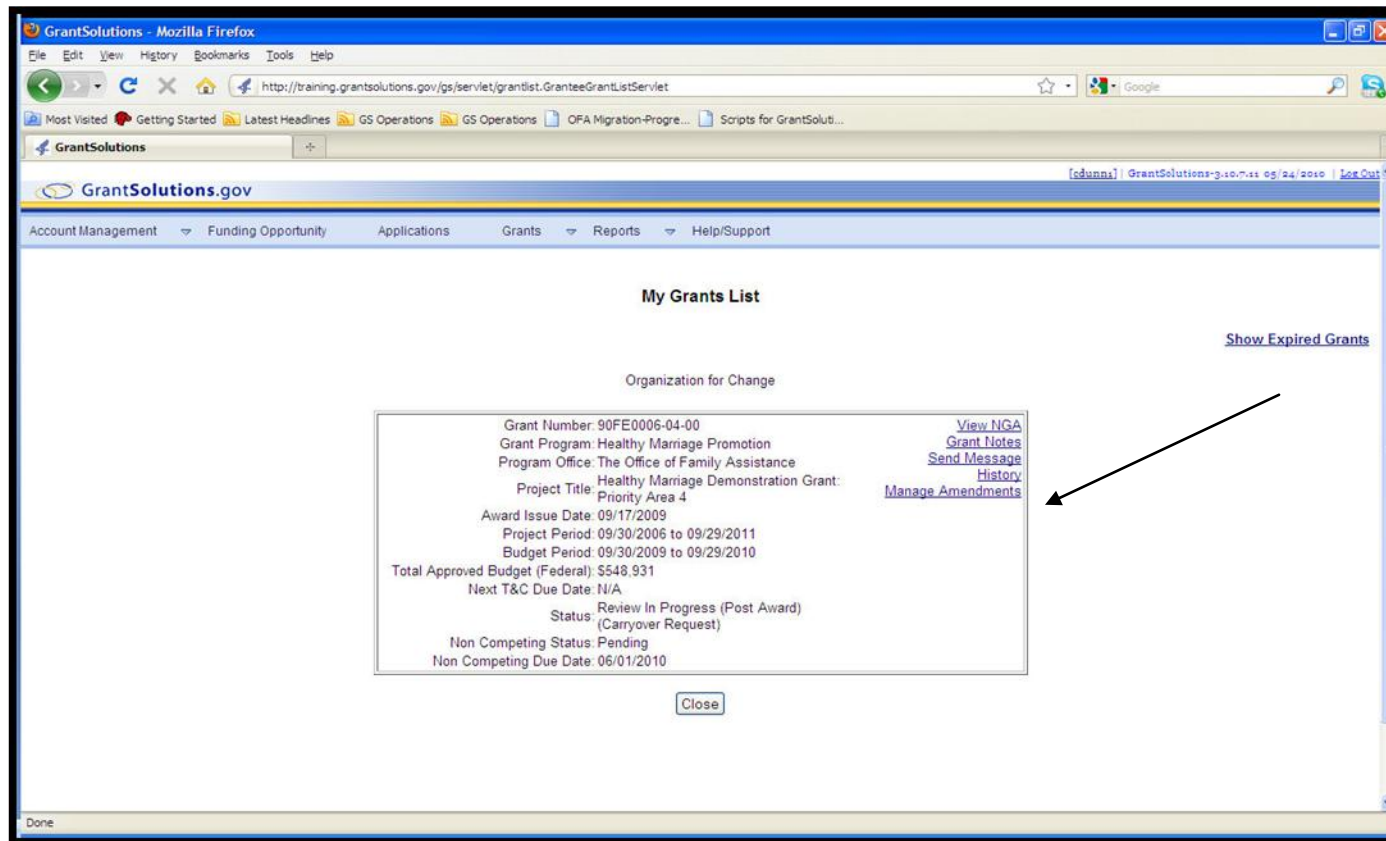
Grantee Instructions

November 1, 2010



Any change/revision to the original grant award is called an amendment. To initiate a request for an amendment begin by logging in to GrantSolutions.gov

From the My Grants List page, select the ***Manage Amendments*** link.





\*Other action links are discussed in the Grantee Non-Compete manual which can be found at <https://www.grantsolutions.gov/cf/display/GranteeUsers/Home>.

If you have already existing amendments you will see a listing of those, similar to the screen below.

The screenshot shows a web browser window titled "GrantSolutions - Mozilla Firefox". The address bar displays the URL: [http://training.grantsolutions.gov/gs/servlet/grantlist.manageamendments.GranteeManageAmendmentsListServlet?Nga\\_Id=31689&project\\_id=466](http://training.grantsolutions.gov/gs/servlet/grantlist.manageamendments.GranteeManageAmendmentsListServlet?Nga_Id=31689&project_id=466). The browser's toolbar includes various icons for navigation and search. Below the browser window, the GrantSolutions.gov website is visible. The page has a navigation bar with links: Account Management, Funding Opportunity, Applications, Grants, Reports, and Help/Support. The main content area is titled "Manage Amendments". It displays the following grant information:

- Grant Number: 90FE0006
- Grantee Name: Organization for Change
- Project Title: Healthy Marriage Demonstration Grant: Priority Area 4
- Project Start Date: 09/30/2006
- Project End Date: 09/29/2011
- Last Issued NGA: 09/17/2009 [\(View NGA\)](#)

Below this information is a table listing amendments:

Amendment #	Status	Submitted Date	Type	Budget Period	Action
FE201000042 	Review In Progress (Post Award)	07/06/2010 12:00:00 AM	Supplement	4 09/30/2009 - 09/29/2010	<a href="#">View Amendment</a> <a href="#">Grant Notes</a> <a href="#">History</a> <a href="#">Send Message</a>
FE201000029 	Review In Progress (Post Award)	05/18/2010 12:00:00 AM	Carryover Request	4 09/30/2009 - 09/29/2010	<a href="#">View Amendment</a> <a href="#">Grant Notes</a> <a href="#">History</a> <a href="#">Send Message</a>

At the bottom of the table, there are two buttons: "New" and "Close".

The table below gives a brief description of each of the action links displayed on the Manage Amendments screen.

Action Link	Description
<b>View Amendment</b>	This will allow you to view the amendment application and its contents. If you have already submitted the application, this screen will be Read-only.
<b>Grant Notes</b>	This link will take you to all of the notes for your particular grant and is the place where you can add a grant note.
<b>History</b>	By selecting the History link, you will be able to view the whole history for your grant, including past applications.
<b>Send Message</b>	You may use the Send Message link in order to send correspondence to anyone assigned to the grant; this includes your Federal Project Office and Grant Management Specialist.

To begin a New Amendment click on the **New** button on the Manage Amendments screen.

You can now choose the appropriate amendment type from the display list.

GrantSolutions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

grantsolutions.gov https://www.grantsolutions.gov/gs/servlet/grantlist.GranteePostawardActionServlet?Nga\_Id=34139&project\_id=46743&dose\_u

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GrantSolutions

GrantSolutions.gov [adbaness] GrantSolutions-3.13 10/05/2010 Log Out

Account Management Funding Opportunity Applications Grants Reports Help/Support

### Select Amendment Type

Grant Number: 90FE0019-1  
Project Period: 09/30/2006 to 09/29/2011  
Budget Period: 09/30/2006 to 09/29/2007

#### Amendment Type

☐ Budget Revision (Type 0)  
☐ Carryover Request (Type 6)  
☐ Change Grantee Address (Type 6)  
☐ Change in PI/PO (Type 6)  
☐ Change in Grantee Authorizing Official (Type 6)  
☐ No Cost Extension (Type 6)

Create Amendment Cancel

Done

Once you have selected the correct amendment type, click the **Create Amendment** button.

You are now able to complete and submit the amendment application. Also, at this time, please contact your Program Specialist in order to review the required documents listed on the amendment checklist.

The screenshot shows a web browser window titled "GrantSolutions - Mozilla Firefox". The address bar displays the URL: [http://training.grantsolutions.gov/gs/servlet/eacc.post.EACCIInProgressServlet?Application\\_Id=81220&close\\_url=grantlist.manageamendments.Grar](http://training.grantsolutions.gov/gs/servlet/eacc.post.EACCIInProgressServlet?Application_Id=81220&close_url=grantlist.manageamendments.Grar). The browser's bookmark bar includes "Most Visited", "Getting Started", "Latest Headlines", "GS Operations", "OFA Migration-Progre...", and "Scripts for GrantSoluti...".

The main content area displays a form titled "Information for the Applicant". It includes a section for "Amendment Instructions" with a value of "N/A". Below this is the "Online Forms" section, which contains a table with the following items:

Form Name	Actions	Attachment(s)	Status
SF-424 Application for Federal Assistance (Version 2.0)	<a href="#">Enter Online</a> <a href="#">Enter Comments</a>	0 Uploaded Files 0 Mail-in Items	Warning
SF-424A Budget Information - Non-Construction Programs	<a href="#">Enter Online</a> <a href="#">Enter Comments</a>	0 Uploaded Files 0 Mail-in Items	Warning

Below the "Online Forms" section is the "Additional Information to be Submitted" section, which contains a table with the following items:

Item	Attachment(s)	Status
Cover Letter Upload	0 Uploaded Files 0 Mail-in Items	Warning
Budget Narrative - OFA	0 Uploaded Files 0 Mail-in Items	Warning
Miscellaneous Information	<a href="#">Enter Comments</a> 0 Uploaded Files 0 Mail-in Items	Warning

At the bottom of the form, the "Amendment Package Status" is "Work In Progress (Post Award)". There are two buttons: "Verify Submission" and "Close".

A "Submission Notice:" section at the bottom left shows the status "Done".

*\*Begin by reviewing the instructions document; this will explain each of the enclosures and answer most of the questions you will have.*

Once you have followed the enclosed instructions and completed all forms, you may select the **Verify Submission** and **Final Submission** buttons.

Your application is now submitted to your Federal Project officer for review and processing.

**Please Note: You must receive a properly signed Notice of Grant Award from ACF before you can proceed with implementation of your request. Only responses provided by the Grants Management Officer are to be considered valid. Recipients that proceed on the basis of actions by unauthorized officials do so at their own risk, and HHS is not bound by such responses.**